



Natural Resources Conservation Service
Wallace F. Bennett Federal Building
125 South State Street, Room 4402
Salt Lake City, UT 84138-1100

November 6, 2008

UTAH BULLETIN NO. UT250-09-01

**SUBJECT: FNM - USDA SMARTPAY 2 GOVERNMENT TRAVEL CARD
TRANSITION FROM BANK OF AMERICA TO US BANK**

Purpose: To relay transition instructions for government travel cards to NRCS employees.

Expiration Date: Until further notice.

The following information explains the process of switching government travel cards from Bank of America to US Bank. This process requires action on the part of each employee. Please closely follow the instructions provided below.

The United States Department of Agriculture (USDA) will transition its government travel card program from the Bank of America (BOA) to US Bank. This SmartPay 2 transition will be effective November 30, 2008. This transition requires the need to update the new GovTrip travel system with the new Individually Billed Accounts (IBA) as well as the Centrally Billed Accounts (CBA). In addition, this transition will require a temporary change to the Split Pay Disbursement process utilized by USDA for payment to the Government Charge Card SmartPay2 provider. **Split disbursements on behalf of the employee paid directly to the bank will be temporally suspended for a period of time. During this period of time, the employee will be responsible to pay for any travel expenses charged to the traveler's IBA.** More details discussing this process are noted below. The following steps with associated dates and times are required by each employee to smoothly transition from BOA to US Bank are as follows:

1. US Bank started to issue new travel cards on October 1, 2008, and will continue through November 15, 2008. Card holders should activate new cards when received; however, the **new cards cannot be used until November 30, 2008.**
2. The BOA travel cards will expire at 12:00 AM EST on November 29, 2008. It is recommended that existing travel reservations booked in GovTrip be ticketed and vouchered for payment by 6:00 PM EST on November 25, 2008.
3. The GovTrip Travel system will be unavailable for on-line booking from 9:00 PM EST on November 25, 2008, until 12:01 AM EST on November 30, 2008. Any required travel during this time period will be considered emergency travel and will be reserved offline by calling the 866-569-5334 GovTrip reservation line. A post trip authorization and voucher will be submitted in GovTrip for employee reimbursement.

4. Split disbursement to the SmartPay providers will be turned off on November 25, 2008, and will be reinstituted on January 5, 2009. During this time period, the employee will be responsible to pay for any travel expenses charged to the traveler's IBA. The amount of reimbursement will not be disbursed directly to the bank on behalf of the employee. A message will be displayed on the GovTrip home page and the individual traveler's welcome screen notifying the traveler of the responsibility for paying the bank charges through January 4, 2009.
5. On November 30, 2008, GovTrip will be available for on-line booking of Government Temporary Duty travel.

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